

# Riverside County

## Regulations and Policies Governing Interdistrict Attendance Permits

1. In accordance with Sections 46600 to 46609 of the Education code, the school districts of Riverside County establish Interdistrict agreements annually which provide for the exchange of pupils.

2. The enrollment of pupils from districts, other than that of residence is not mandatory. If there is sufficient room in the district, school, and program of desired attendance, requests will be considered, provided the reasons are justifiable and in accordance with district governing board policy.

Interdistrict Attendance Permits to *leave* the district of residence may be granted for the following reasons:

- a. **Senior Student** – The district may permit those pupils who are in the highest grade of elementary, middle or senior high school permission to graduate from the school which they have attended just prior to their move to another district.
- b. **Specialized High School Program** – Availability of a **specialized high school program** in the district of desired attendance was not available in the district of residence. If the district of residence has a similar program, the student does not qualify under this category. *Note: One or two classes do not constitute a “program.”*
- c. **Planned Change of Residence** – Specific and written evidence must be given that a residence in the district of desired attendance is being obtained. Such permit should not be issued for longer than *three* months.
- d. **School District Employment** – Parent/legal guardian employed full-time by the school district of desired attendance. **Verification must be provided.**
- e. **Child Care** – These are to be initially granted only to **kindergarten through eighth grade** school age students, when it is impossible to arrange adequate childcare or supervision in the district of residence. **Verification must be provided.**

3. **Requests based upon convenience or personal preference may not be considered.**

4. **Transportation is the responsibility of the parent/guardian.**

5. Procedure for making application for interdistrict attendance:

- a. Complete the Request for Interdistrict Attendance Permit and fill in “reasons for request” in space provided. Provide any additional support documents as needed. Be sure to sign the application.
- b. Submit the request for approval to the authorized district administrator in the district of residence.
- c. If approved, take request form to authorized administrator of school district of desired attendance.
- d. The parent/guardian will be notified by mail of the final decision regarding the request.

**If you have any questions pertaining to the procedure outlined above, the office from which you obtained this form in the school district of residence will assist you.**

6. An Interdistrict Attendance Permit for interdistrict attendance is valid only during the school year for which it is issued. It is furthermore valid only while the conditions stated in the request are maintained; and will be continued in force only as long as the pupil’s attendance, citizenship, and scholarship are satisfactory to the school of attendance.

7. **Falsification of any information stated on this request is cause for immediate revocation of an interdistrict transfer and no further application will be considered.**

8. California Interscholastic Federation grades 9-12 athletic eligibility may be negatively affected by this transfer. (CIF Southern Section Blue Book section 206).

**APPEAL PROCESS: MUST SUBMIT A WRITTEN APPEAL TO DISTRICT THAT DENIED THE REQUEST**

**REQUEST FOR INTERDISTRICT ATTENDANCE PERMIT** School Year **2017-2018**

New  Renewal

**PLEASE PRINT**

Pupil's Last Name		Pupil's First Name		Date of Birth	Grade
Parent/ Guardian		Home phone / Cell phone		Email	
Residential Address				City/Zip Code	
Mailing Address (if different)				City/Zip Code	
District of Residence <b>PERRIS UNION HIGH SCHOOL DISTRICT</b>		School of Residence			
District of Desired Attendance		School of Desired Attendance			
District Now or Last Attended		School Now or Last Attended			

**REASON FOR REQUEST: (see explanation on reverse side):**

**Explanation of reason for request:**

<input type="checkbox"/> Senior Student	
<input type="checkbox"/> Specialized High School Program	
<input type="checkbox"/> Planned Change of Residence	
<input type="checkbox"/> School District Employment ( <b>Verification of Employment Form must be completed</b> )	
<input type="checkbox"/> Child Care	
<input type="checkbox"/> Other	

Provide full name, address and phone number of child care provider.

**Check appropriate special program** (if applicable):

- Special program/class \_\_\_\_\_
- IEP -*If yes, attach IEP*
- Section 504 Accommodations
- Currently suspended or expelled

**TERMS & CONDITIONS:** This permit is valid only for the school year granted, while conditions stated are maintained, and as long as the student's attendance, citizenship and scholarship are satisfactory to the district of attendance. A permit may be revoked for cause at any time. False or misleading information may be cause for denial or revocation. Approval is subject to space availability in the district and may not be at the site requested. Individual district policies pertain to each permit. **Parent initials** \_\_\_\_\_

I have read and understand the regulations and policies governing interdistrict attendance permits (on reverse side) and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that this form will be provided to the district of residence and the district of desired attendance and information provided is subject to verification.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For School District Office Use Only**

As the authorized administrator for the **district of residence**, I recommend the following action:

**Approval** for release pending concurrence with receiving district  **Denial**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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As the authorized administrator of the district of desired attendance, I recommend the following action:

**Approval** to attend  **Denial**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for denial: \_\_\_\_\_